

# Career Opportunity

## Chief U.S. Pretrial Services Officer

Classification: JSP 14 - 16 (depending on qualifications)  
Minimum Salary: \$108,555 (depending on qualifications)  
Maximum Salary: \$170,400

**Announcement  
Number: 16-08**

**Date Posted: July 21, 2016**

**Closing Date: August 19,  
2016**

**Location: Detroit,  
Michigan**



U.S. District Court  
Eastern District of Michigan  
[www.miept.uscourts.gov](http://www.miept.uscourts.gov)  
[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

Theodore Levin  
United States Courthouse  
231 West Lafayette Blvd.  
Detroit, MI 48226  
Attention: Human Resources  
Room 848

E-mail application materials to  
"apply@mied.uscourts.gov"  
Subject: 16-08 Chief Pretrial  
Officer

**AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.  
ONE POSITION IS AVAILABLE.**

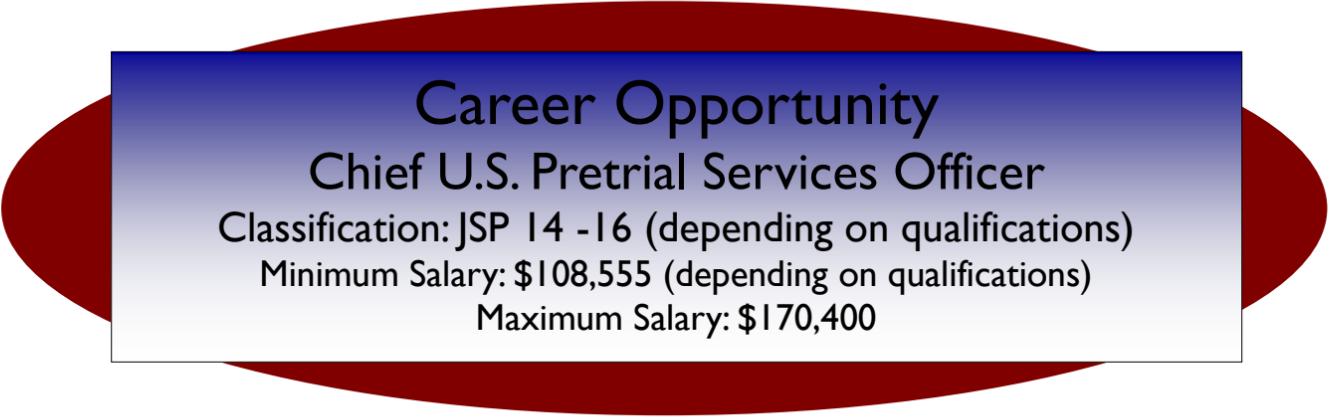
### **POSITION SUMMARY**

This position is located in the Pretrial Services Agency of the U.S. District Court, Eastern District of Michigan. The employee is under the administrative direction of the Court Administrator and is directly responsible for the administration of the Pretrial Services Agency.

The District has 23 district judges (includes eight senior judges) and seven magistrate judges. The Court maintains offices in Detroit (headquarters), Ann Arbor, Bay City, Flint and Port Huron. The Pretrial Services Agency has a total staff of 32 (includes 19 Pretrial Services Officers). Officers are currently located in Detroit, Bay City and Flint.

### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:**

- Organizes the Pretrial Services Agency to ensure expeditious handling of investigative work for the Court and effective supervision of persons on pretrial release.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Administrative Office requirements for the administration of pretrial services; promulgates policies, procedures, and guidelines to meet these requirements.
- Maintains administrative liaison with the Court to include promulgating policies, procedures, and guidelines to meet the unique needs of the Court along with standards to ensure an appropriate level of service delivery.
- Appoints all Pretrial Services Officers and non-officer personnel with the approval of the Court; works with the Human Resources Department on all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are adequately trained; makes certain the work of all subordinates is systematically evaluated.
- Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.
- Makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions, certifies vouchers for payment, and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of service, equipment, and supplies.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through staff development.
- Solicits contracts for carrying out the pretrial services functions.
- Maintains an effective system of communication providing pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability in the performance of duty.
- Maintains liaison with the Chief Judge, other district judges, magistrates judges and the Court Administrator regarding pretrial services issues; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound pretrial release and detention practices.
- Establishes and maintains cooperative relationships with other pretrial services and probation offices to assure all requests for assistance from other districts are met promptly and effectively.
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- Effectuates and maintains conditions that encourage staff loyalty, enthusiasm, and morale.



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**REPRESENTATIVE DUTIES AND RESPONSIBILITIES CONTINUED:**

- Develops and maintains public relations program that explains pretrial services to the community; assumes responsibility for communication to the news media under the direction of the Court.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Coordinates local agencies that may serve as third-party custodians of persons on pretrial release.
- Advises the Court on an ongoing basis of the eligibility, availability, and capacity of local agencies that may serve as third-party custodians of persons on pretrial release.
- Establishes and maintains contact with public and private agencies that provide employment and medical, legal, or social services.
- Develops, implements, and maintains a system to monitor and evaluate bail activities; provides information to the Court on results of bail decisions; prepares periodic reports to assist in the improvement of the bail process.
- Performs such other functions as required by the Court.

**QUALIFICATIONS:**

Qualifications must be met at the time of application.

**Required:**

Successful applicants must possess substantial organizational, administrative and leadership skills.

To qualify for a position of Chief Pretrial Services Officer JSP-14, 15, or 16, a person must have a Bachelor's Degree in a related field from an accredited college or university and possess three years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

The three years of specialized experience is mandatory and does not permit any substitutions.

**Preferred:**

Preference will be given to candidates who possess a Master's Degree in a related field, have recently attended formal management training and/or have a demonstrated record of effective management and leadership skills.

**Specialized Experience.**

Progressively responsible experience, gained after completion of a Bachelor's Degree, in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs is required. Experience in police officer, FBI agent, customs agent, marshal or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience.

**Substitutions**

Three years of substantial management experience may be substituted for the requirement that one of the three years of specialized experience be at or equivalent to the next lower grade level.

If a person does not have three years of substantial management experience, then one of the years of specialized experience must have been at or equivalent to the next lower grade level.

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### Crediting of Substantial Management Experience

As mentioned above, completion of three years of substantial management experience may be substituted for the requirement that one of the three years of specialized experience must have been at or equivalent to the next lower grade level.

Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning. Possible titles indicative of this experience outside of the judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, head manager or owner-operator of a medium to large company. Possible titles within the judiciary would include deputy chief probation officer, deputy chief pretrial services officer, assistant deputy chief probation officer or assistant deputy chief pretrial services officer.

### PROCEDURES FOR APPLYING:

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume **and completed application** (download from the Court website) to the address at the left of page one by the closing date. Date of birth **MUST** be reported on the application form. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

Only those applicants selected for interview will be contacted. Travel reimbursement in connection with the final components of the selection process and/or relocation may be authorized.

#### **An Equal Opportunity Employer**

*All applicants must be a U.S. citizen or be eligible to work in the United States.*

*All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.*

*Retention depends upon a favorable suitability determination.*

*All appointments also subject to mandatory electronic funds transfer.*

*All employees are required to adhere to the Code of Conduct for Judicial Employees (available for review upon request).*

*The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.*